

# California Emergency Management Agency



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**FY 2009-10 California Transit Security Grant Program  
California Transit Assistance Fund  
(CTSGP-CTAF)**

***Program Guidelines and Application Kit***

**January 25, 2010**

**STATE OF CALIFORNIA**  
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**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

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### **The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Proposition 1B)**

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B at the November 07, 2006 general election, authorizes the issuance of nineteen billion nine hundred twenty five million dollars (\$19,925,000,000) in general obligation bonds for specified purposes, including grants for transit system safety, security and disaster response projects.

#### **Transit System Safety, Security and Disaster Response Account**

Section 8879.23 of the California Government Code creates the Highway Safety, Traffic Reduction, Air Quality and Port Security Fund of 2006 in the State Treasury. Section 8879.23 (h) directs that one billion dollars (\$1,000,000,000) be deposited in the Transit System Safety, Security and Disaster Response Account.

#### **Senate Bill 88**

Senate Bill 88 (SB 88) was signed by the Governor and chaptered into law on August 24, 2007. SB 88 implements the provisions of the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006.

[http://leginfo.ca.gov/pub/07-08/bill/sen/sb\\_0051-0100/sb\\_88\\_bill\\_20070824\\_chaptered.pdf](http://leginfo.ca.gov/pub/07-08/bill/sen/sb_0051-0100/sb_88_bill_20070824_chaptered.pdf)

#### **FY 2009-10 California Transit Security Grant Program, California Transit Assistance Fund**

The program guidelines and application kit will provide eligible applicants with the guidance, information and documents necessary to participate in the FY 2009-10 California Transit Security Grant Program (CTSGP), California Transit Assistance Fund (CTAF) administered by the California Emergency Management Agency (Cal EMA).

The Program Guidelines may be obtained at:

<http://www.CalEMA.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Transit%20Security&look=Grant%20Management&Div=Homeland+Security&Branch=Grant%20ManagementTransit%20Security>

**NOTE:** The FY 2009-10 CTSGP-CTAF Guidance is a living document and is subject to change. Changes will be announced through the issuance of **Grant Management Memorandums** (GMMs).

GMMs may be obtained at:

[http://www.ohs.ca.gov/grants\\_management\\_memo.html](http://www.ohs.ca.gov/grants_management_memo.html)

## **Funds Available**

Funds appropriated for the FY 2009-10 CTSGP-CTAF is sixty million dollars (projects will be subject to available bond funding). Of these funds, fifty percent (50%) shall be allocated to eligible agencies using the formula in Section 99314 of the Public Utilities Code, and 50% shall be allocated to eligible agencies using the formula in Section 99313 of the Public Utilities Code, subject to the provisions governing funds allocated under those sections. Funds allocated to the Metropolitan Transportation Commission pursuant to Section 99313 of the Public Utilities Code shall be suballocated to transit operators within its jurisdiction pursuant to Section 99314 of the Public Utilities Code.

## **Eligible Recipients**

The Controller shall provide a list of eligible agencies and transit operators, including the amount of funds each is eligible to receive from the account pursuant to subdivision (a) of Section 8879.57. The amount of funds will be proportional to the share received from the allocation of State Transit Assistance Funds, pursuant to Sections 99313 and 99314 of the Public Utilities Code, over fiscal years 2004-05, 2005-06, and 2006-07. All amounts will be reduced for administrative costs and loan interest until the loan is repaid.

## **Eligible Expenditures**

Eligible activities include the following:

- (A) A capital project that provides increased protection against a security or safety threat, including, but not limited to the following:
  - 1) Construction or renovation projects that are designed to enhance the security of public transit stations, tunnels, guideways, elevated structures or other transit facilities and equipment.
  - 2) Explosive device mitigation and remediation equipment.
  - 3) Chemical, biological, radiological and nuclear explosives search, rescue or response equipment.
  - 4) Interoperable communications equipment.
  - 5) Physical security enhancement equipment.
  - 6) The installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations, tunnels, guideways, elevated structures or other transit facilities and equipment.
  - 7) Other security and safety related projects approved by Cal EMA.

- (B) A capital project that increases the capacity of transit operators to prepare for disaster-response transportation systems that can move people, goods, emergency personnel and equipment in the aftermath of a disaster.
- (C) Other allowable costs under California Government Code 16727 (a) include costs directly related to construction or acquisition, including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

**NOTE:** Management and Administration (M&A) costs are not allowable for Prop 1B funds.

### **Grant Performance Period**

Entities receiving an allocation of funds shall expend those funds within three fiscal years of the fiscal year in which the funds were allocated. Funds allocated during the fiscal year which ends June 30, 2010, shall expend those funds no later than March 31, 2013. Funds remaining unexpended thereafter shall revert to Cal EMA, as applicable, for reallocation in subsequent fiscal years. In no case will a grant performance period exceed three years.

### **County Transportation Commissions**

County transportation commissions are responsible for calculating the available allocation for each project sponsor applying for funds pursuant to Gov Code section 8879.58(a)(2). Applications to Cal EMA for projects seeking funds pursuant to Gov Code section 8879.58(a)(2) must be submitted through and approved by the appropriate county transportation commission.

### **General Provisions**

Cal EMA will approve funding for phased projects only if the benefits associated with each phase are sufficient to meet the objectives of the program.

The grantee agency must:

- (A) Provide for the audit of project expenditures and outcomes.
- (B) Identify the useful life of the project as part of the project nomination process.
- (C) Identify project delivery milestones, including, but not limited to; start and completion dates for environmental clearance, land acquisition, design, and construction bid award, construction completion, and project closeout, as applicable.
- (D) Report, on a semiannual basis, on the activities and progress made toward implementation of the project.
- (E) If it is anticipated that project costs will exceed the approved project budget, the grantee agency shall provide a plan to Cal EMA for achieving the benefits of the project by either

down-scoping the project to remain within budget or by identifying an alternative funding source to meet the cost overage. The administrative agency may either approve the corrective plan or direct the grantee agency to modify its plan.

(F) Within six months of the project becoming operable, the grantee agency shall provide a report on the final costs of the project as compared to the approved project budget, the project duration as compared to the original project schedule as of the date of allocation, and performance outcomes derived from the project compared to those described in the original application for funding.

(G) Applications to Cal EMA for projects seeking funds pursuant to Gov Code Section 8879.58(a)(2) and 8879.58(a)(3) must be submitted through and approved by the appropriate county transportation commission.

### **Cal EMA Contact Information**

All application materials, related questions, comments and correspondence should be directed to the address below:

California Emergency Management Agency  
Grants Management Division  
Attn: Transit Security Grant Unit  
3650 Schriever Avenue  
Mather, California 95655

Main Phone Line: (916) 845-8510  
Fax: (916) 322-9503

#### **Cal EMA Transit Security Grant Unit (TSGU)**

Cal EMA regional program representatives may be located on the Transit Security Grant Program - Regional Representative Contact map at:

<http://www.calema.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Transit%20Security&look=Grant%20Management&Div=Homeland+Security&Branch=Grant%20ManagementTransit%20Security>

Jason D. Peery, Program Representative  
Email: [jason.peery@calema.ca.gov](mailto:jason.peery@calema.ca.gov)  
Direct Line: (916) 324-5947

#### **Cal EMA Website**

As the administrative agency for the CTSGP-CTAF, Cal EMA will issue program guidelines, grant management memorandums, conduct grant management workshops, training sessions, meetings, working groups, and site visits. Information regarding these activities will be communicated to program participants and the public on the Cal EMA website, located at: <http://www.calema.ca.gov>.

### **Project Funding Plan Approval Process**

Projects submitted for funding will be reviewed and approved in two phases.

#### **Phase 1**

Eligible applicants may submit Investment Justifications (IJ) on a continuous basis. Cal EMA will internally review projects, and make final funding decisions.

Applications for projects seeking funds allocated pursuant to Gov Code § 8879.57(a)(3) must be submitted to Cal EMA. Projects that seek Gov Code §§ 8879.57(a)(2) and (a)(3) funds may be combined but those portions of the projects involving Gov Code § 8879.57(a)(2) funds must be submitted through and approved by the appropriate county transportation commission.

Even when not required, applicants are encouraged to submit copies of applications to their respective county transportation agency. Cal EMA values information from the county transportation commissions, but does not require any action on their part prior to determining project eligibility and otherwise acting to disburse funds.

The IJ must be submitted on the template provided in Appendix C. The IJ will include the following sections:

- (A) Project Name
- (B) Project Description and Deliverables (must illustrate physical components of the project)
  - 1) Proposed schedule for the project's completion.
- (C) Project Justification
  - 1) How project reduces identified vulnerabilities and buys down risk.
  - 2) The impact of not funding the project.
  - 3) How will this project assist emergency response or increase protection against a security threat?
- (D) Project Full Cost or Budget (include scalability options, if applicable)
  - 1) Identify all nonbond sources of funding committed to the project.
  - 2) Signature Authority.
- (E) The useful life of the project shall not be less than the required useful life for capital assets specified subdivision (a) of section California Government Code 16727.

#### **Phase 2**

Cal EMA shall review the information to determine all of the following:

- (A) The project is consistent with the purposes described in subdivision (h) of Section 8879.23.
- (B) The project is an eligible capital expenditure, as described in subdivision (a) of Section 8879.57.



- (C) The project is a capital improvement that meets the requirements of paragraph (2) of subdivision (a) of 8879.57.
- (D) The project or a useful component thereof, is, or will become fully funded with an allocation of funds from the Transit System Safety, Security, and Disaster Response Account.

Upon conducting the review required in subdivision (c) and determining that a proposed project meets the requirements, Cal EMA shall:

- (A) On a quarterly basis, provide the State Controller with a list of projects and the sponsoring agencies or transit operators eligible to receive an allocation from the account.
- (B) The list of projects submitted to the State Controller for allocation for any one fiscal year shall be constrained by the total amount of funds appropriated by the Legislature for the purposes of this section for that fiscal year.
- (C) For a fiscal year in which the number of projects submitted for funding under this section exceeds available funds, Cal EMA shall prioritize projects contained on the lists submitted pursuant to paragraph (1) so that (a) projects addressing the greatest risks to the public have the highest priority and (b) to the maximum extent possible, the list reflects a distribution of funding that is geographically balanced.
- (D) Upon receipt of the information from Cal EMA required by subdivision (d), the State Controller's office shall commence any necessary actions to allocate funds to eligible agencies and transit operators sponsoring projects on the list of projects, but not exceeding agencies or transit operator's share of funds from the account pursuant to the formula contained in subdivision (a) of Section 8879.57.

### **Document Submittal**

Completed IJ funding plans are accepted on a continuous basis and must be submitted electronically to [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov). Additional information will be requested or accepted from the grantee at the sole discretion of Cal EMA. All documents requiring original signatures must be mailed directly to Cal EMA at:

California Emergency Management Agency  
Grants Management Division  
Attn: Transit Security Grant Unit  
3650 Schriever Avenue  
Mather, California 95655

## Notification of Project Approval

Upon final project approval, grantee agencies will be issued a conditional award letter. Upon receipt of the conditional award letter the agency has up to **SIX WEEKS** to complete and submit all supporting application documents. The notice of approval will include project milestones, audit requirements, program monitoring requirements, reporting requirements and direction to complete the Cal EMA Financial Management Forms Workbook (FMFW). Only applications postmarked by the due date will be accepted. Applications lost in transit are the responsibility of the applicant and will not be considered for this cycle of funding.

The FMFW may be obtained at:

<http://www.calema.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Fiscal%20and%20Reporting&look=Grant%20Management&Div=Homeland+Security&Branch=Grant%20ManagementFiscal%20and%20Reporting>

## Required Application Components

A completed project funding plan will include all of the following components:

- A completed Cal EMA FMFW submitted electronically via [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov), including:
  - Application Cover Sheet
  - Grant Management Roster
  - Project Descriptions
    - Investment Justification - Goals and Objectives
    - Project Description
  - Project Ledger
  - Equipment Inventory Ledger
    - Authorized Equipment List (AEL) numbers found on the web at <http://www.rkb.us>
  - Authorized Agent (AA) page with appropriate signatures
- Authorized Agent Form (Appendix D) Submitted electronically via [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov) and submitted hard copy with AA's wet signature via mail.
- Certified Copy of the Governing Body Resolution (Appendix E) Submitted electronically via [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov) and submitted hard copy with AA's wet signature via mail.
- Signed Original Grant Assurances (Appendix F) Submitted electronically via [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov) and submitted hard copy with AA's wet signature via mail.

Documents requiring an original signature will need to be mailed in hardcopy. **Signatures will need to be in blue ink only.**

## **Late or Incomplete Applications**

All projects with incomplete applications will have the award revert back to the Transit System, Safety, and Disaster Response Account. Agencies will have the opportunity to reapply for the FY 2009-10 awards during the following year's grant cycle. The performance period for unused FY 2009-10 funds will not change, and will end March 31, 2013.

## **Governing Body Resolution**

The *Governing Body Resolution* appoints agents authorized to execute any actions necessary for each application. Applications for projects seeking funds allocated pursuant to Gov Code § 8879.58(a)(3) and Gov Code § 8879.58(a)(2) will require a Governing Body Resolution.

The regional planning commission must provide a resolution that names each agency awarded 8879.58(a)(2) funds. Cal EMA will not require applicants to list each project on the governing body resolution; however, all resolutions must reference the grant ID, which is "FY 2009-10 Proposition 1B 6261-0002". The Governing Body Resolution appoints agents authorized to execute any actions necessary for each application.

**NOTE:** All applicants will be required to submit a certified copy of a new Governing Body Resolution for the FY 2009-10 CTSGP-CTAF Grant. A sample Resolution can be found in Appendix E.

## **Grant Assurances**

The *Grant Assurances* list the requirements to which the grantee will be held accountable. All applicants will be required to submit new Grant Assurances.

**NOTE:** Self-created assurance forms will not be accepted. The Grant Assurances can be found in Appendix F.

## SECTION 3 – POST AWARD REQUIREMENTS

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### Post Award Modifications

Post-award budget scope and time modifications must be requested using the Cal EMA FMFW, signed by the grantee's authorized agent, and submitted to the grantee's program representative in the Transit Security Grant Unit (TSGU) at Cal EMA. The grantee may implement the modifications, and incur associated expenses, only after receiving written final approval of the modification from Cal EMA.

**NOTE:** Modifications can be requested once per quarter during the performance period. Failure to submit modification requests, and receive written approval, prior to the expenditure of funds could result in a reduction or disallowance of a cost incurred by the grantee agency.

### Payment Request Process

To request advance or reimbursement payment of FY 2009-10 CTSGP-CTAF funds, complete a payment request form using the Cal EMA FMFW, including the authorized agent's signature, and return it to the appropriate program representative in the TSGU at Cal EMA. Grantees who fail to follow the workbook instructions will experience delays in processing.

**NOTE:** Payments can only be made if the grantee has a completed and approved application.

### Interest

FY 2009-10 CTSGP-CTAF funds must be kept in a separate interest bearing account. Any interest that is accrued must be accounted for and used towards the approved Proposition 1B project.

### Grantee Performance Reports

Twice a year, grantees must prepare and submit performance reports to Cal EMA, TSGU, for the duration of the grantee performance period, or until all grant activities are completed and the grant is formally closed. The required forms are attached as Appendix G. Grantees must complete and submit the required reports using the [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov). *The performance period from October 1<sup>st</sup> through March 31<sup>st</sup> will have a report due on April 30<sup>th</sup> and the performance period from April 1<sup>st</sup> through September 30<sup>th</sup> will have a report due on October 31<sup>st</sup>.*

### Failure to Submit Required Reports

Periodic reporting is required by the grant. Subgrantees who miss a single reporting deadline may receive a letter informing them of the failure to report and a "hold" may be placed on any future reimbursements.

### Monitoring Grantee Performance

The state conducts regular monitoring. The monitoring will be conducted on the grantee's administrative, programmatic and fiscal management of the grants.

**NOTE:** It is the responsibility of all grantees to monitor and audit the grant activities of their subgrantees, including onsite verification of grant activities as required.

**These reviews may include, but are not limited to the following:**

- 1) Eligibility of expenditures.
- 2) Comparing actual activities to those approved in the IJ application and subsequent modifications, if any.
- 3) Confirming compliance with:
  - a. Grant assurances
  - b. Information provided on performance reports and payment requests
  - c. Needs and threat assessments and strategies

### **Suspension and Termination**

The state may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- 1) Failing to expend funds in a timely manner consistent with the milestones, guidance and assurances.
- 2) Failing to comply with the requirements or statutory objectives of federal or state law.
- 3) Failing to make satisfactory progress toward the goals or objectives of federal or state law.
- 4) Failing to make satisfactory progress toward the goals or objectives set forth in the application.
- 5) Failing to follow agreement requirements or special conditions.
- 6) Proposing or implementing substantial plan changes to the extent that, if originally submitted, the proposed project would not have been approved for funding.
- 7) Failing to submit required reports.
- 8) Filing a false certification in the application or other report or document.
- 9) Failing to adequately manage, monitor or direct the funding activities of their subgrantees.

Before taking action, the state will provide the grantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

### **Final Project Report**

Within six months of a project becoming operable, the grantee agency shall provide a report to Cal EMA comparing the final cost of the project to the approved project budget, the project duration as compared to the original project schedule from the date of allocation, and performance outcomes derived from the project compared to those described in the original application for funding. Cal EMA will forward the report to the Department of Finance (DOF) by means approved by the DOF.

## Closeout

The State will close a subgrantee award after:

- Receiving a Final Project Report (Appendix G) indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the State will send the final payment automatically to the grantee.
- did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

In the Grant Closeout Letter the State will notify the grantee of the start of the record retention period for all programmatic and financial grant related records.

**Note:** Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

## SECTION 4 – APPENDICES

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- A. FY 2009-10 CTSGP-CTAF Timeline
- B. Eligible Allocation
- C. Investment Justification Template
- D. Authorized Agent
- E. Governing Body Resolution
- F. Grant Assurances
- G. Performance Report Template

## APPENDIX A – FY 2009-10 CTSGP-CTAF Timeline

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Draft Guidelines and Application Kit issued	December 17, 2009
Public Meeting	January 14, 2010
Final Guidelines and Application Kit issued	January 25, 2010
Investment Justification submittal period begins	January 25, 2010
Investment Justification submittal period ends	March 08, 2010
Project Selection	March 22, 2010
Financial Management Form Workbook submittal period begins	March 22, 2010
Financial Management Form Workbook submittal period ends	May 06, 2010
FY 2009-10 Grantee Performance Period ends	March 31, 2013



## APPENDIX B – Eligible Allocation

<b>Regional Entity</b>	<b>GC 8879.58(a)(2)</b>	<b>GC 8879.58(a)(3)</b>	<b>Eligible Allocation</b>
Tahoe Regional Planning Agency	70,949	4,482	74,431
Metropolitan Transportation Commission	5,766,503	15,548,491	21,314,994
Sacramento Area Council of Governments	1,398,859	759,904	2,158,763
Alpine County Transportation Commission	1,015	0	1,015
Amador County Transportation Commission	30,719	2,417	33,136
Butte County Association of Governments	175,286	6,692	181,978
Calaveras Council of Governments	36,697	0	36,697
Colusa County Local Transportation Commission	17,204	1,421	18,625
Del Norte Local Transportation Commission	23,546	0	23,546
El Dorado County Local Transportation Commission	114,306	10,548	124,854
Fresno County Council of Governments	723,461	98,478	821,939
Glenn County Local Transportation Commission	23,081	0	23,081
Humboldt County Association of Governments	107,091	17,204	124,295
Imperial Valley Association of Governments	133,338	0	133,338
Inyo County Local Transportation Commission	15,039	3,168	18,207
Kern Council of Governments	622,611	53,582	676,193
Kings County Association of Governments	118,723	23,951	142,674
Lake County/City Planning Council	51,786	2,888	54,674
Lassen County Local Transportation Commission	28,712	1,444	30,156
Los Angeles County Transportation Commission	8,297,329	10,014,368	18,311,697
Madera County Local Transportation Commission	115,664	0	115,664
Mariposa County Local Transportation Commission	14,687	166	14,853
Mendocino Council of Governments	73,195	7,292	80,487
Merced County Association of Governments	197,606	8,683	206,289
Modoc County Local Transportation Commission	7,940	0	7,940
Mono County Local Transportation Commission	11,020	0	11,020
Transportation Agency for Monterey County	344,494	58,121	402,615
Nevada County Local Transportation Commission	80,612	4,499	85,111
Orange County Transportation Authority	2,485,155	1,035,419	3,520,574
Placer County Local Transportation Commission	208,905	20,838	229,743
Plumas County Local Transportation Commission	17,332	0	17,332
Riverside County Transportation Commission	1,553,822	231,221	1,785,043
Council of San Benito County Governments	46,712	0	46,712
San Bernardino County Transportation Commission	1,597,771	309,993	1,907,764
San Diego Association of Governments	616,832	243,662	860,494
San Diego Metropolitan Transit Development Board	1,864,394	915,051	2,779,445
San Joaquin County Council of Governments	535,882	131,085	666,967
San Luis Obispo Council of Governments	212,691	34,801	247,492
Santa Barbara County Association of Governments	341,078	92,060	433,138
Santa Cruz County Transportation Commission	212,337	228,168	440,505
Shasta County Regional Transportation Planning Agency	146,125	7,436	153,561
Sierra County Local Transportation Commission	2,850	0	2,850
Siskiyou County Transportation Commission	37,262	1,672	38,934
Stanislaus Council of Governments	413,426	29,415	442,841
Tehama County Transportation Commission	49,385	0	49,385
Trinity County Transportation Commission	11,275	232	11,507
Tulare County Association of Governments	337,049	15,356	352,405
Tuolumne County and Cities Planning Council	47,171	0	47,171
Ventura County Transportation Commission	661,073	75,792	736,865
<b>State Totals</b>	<b>\$30,000,000</b>	<b>\$30,000,000</b>	<b>\$60,000,000</b>

\*\* All amounts will be reduced for administrative costs and loan interest until the loan is repaid.

## APPENDIX B – Eligible Allocation

<b>Regional Entity, and Operator(s)</b>	<b>8879.58(a)(3)</b>
<b>Tahoe Regional Planning Agency (TRPA)</b>	
City of South Lake Tahoe	3,841
County of El Dorado	641
Regional Entity Totals	4,482
<b>Metropolitan Transportation Commission (MTC)</b>	
Alameda-Contra Costa Transit District	*
Alameda County Congestion Management Agency - Corresponding to Altamont Commuter Express	28,322
City of Benicia	2,159
Central Contra Costa Transit Authority	85,288
City of Dixon	692
Eastern Contra Costa Transit Authority	34,606
City of Fairfield	12,078
Golden Gate Bridge Highway and Transportation District	585,385
City of Healdsburg	187
Livermore-Amador Valley Transit Authority	26,768
Napa County Transportation Agency	7,151
Peninsula Corridor Joint Powers Board	685,145
City of San Francisco	*
San Francisco Bay Area Rapid Transit District	*
San Mateo County Transit District	807,082
Santa Clara Valley Transportation Authority – Corresponding to Altamont Commuter Express	39,523
Santa Clara Valley Transportation Authority	2,399,894
City of Santa Rosa	18,319
County of Sonoma	23,208
City of Union City	6,854
City of Vallejo	98,887
Western Contra Costa Transit Authority	41,414
Regional Entity Totals	15,548,491
<b>Sacramento Area Council of Governments (SACOG)</b>	
City of Davis	20,292
City of Elk Grove	6,522
City of Folsom	2,188
Sacramento Regional Transit system	706,507
Yolo County Transportation District	16,426
Yuba Sutter Transit Authority	7,969
Regional Entity Totals	759,904
<b>Alpine County Transportation Commission</b>	NONE
<b>Amador County Transportation Commission</b>	
Amador Rapid Transit System	2,417

<b>Regional Entity, and Operator(s)</b>	<b>8879.58(a)(3)</b>
<b>Butte County Association of Governments</b>	6,692
<b>Calaveras Council of Governments</b>	NONE
<b>Colusa County Local Transportation Commission</b>	
County of Colusa	1,421
<b>Del Norte Local Transportation Commission</b>	NONE
<b>El Dorado County Transportation Commission</b>	
El Dorado County Transit Authority	10,548
<b>Fresno County Council of Governments</b>	
City of Clovis	914
City of Fresno	93,248
Fresno County Rural Transit Agency	4,316
Regional Entity Totals	98,478
<b>Glenn County Local Transportation Commission</b>	NONE
<b>Humboldt County Association of Governments</b>	
City of Arcata	1,684
City of Eureka	4,063
City of Fortuna	97
Humboldt Transit Authority	11,360
Regional Entity Totals	17,204
<b>Imperial Valley Association of Governments</b>	NONE
<b>Inyo County Local Transportation Commission</b>	
County of Inyo	3,168
<b>Kern Council of Governments</b>	
City of Arvin	607
City of California City	203
City of Delano	518
Golden Empire Transit District	41,506
County of Kern	6,113
City of McFarland	114
City of Ridgecrest	1,019
City of Shafter	539
City of Taft	2,629
City of Tehachapi	61
City of Wasco	273
Regional Entity Totals	53,582

\* The combined allocation for Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco is \$10,645,529

## APPENDIX B – Eligible Allocation

<b>Regional Entity, and Operator(s)</b>	<b>8879.58(a)(3)</b>
<b>Kings County Association of Governments</b>	
City of Corcoran	587
Kings County Area Public Transit Agency	23,364
Regional Entity Totals	23,951
<b>Lake County/City Planning Council</b>	
Lake Transit Authority	2,888
<b>Lassen County Local Transportation Commission</b>	
County of Lassen	1,444
<b>Los Angeles County Transportation Commission</b>	
Antelope Valley Transit Authority	95,786
City of Arcadia	10,058
City of Claremont	3,073
City of Commerce	21,343
City of Culver City	66,090
Foothill Transit Zone	327,193
City of Gardena	76,732
City of La Mirada	8,102
Long Beach Public Transportation Company	371,122
Los Angeles County Metropolitan Transportation Authority	7,805,714
City of Montebello	151,698
City of Norwalk	71,626
City of Redondo Beach	9,133
City of Santa Monica	267,091
Southern California Regional Rail Authority	
Los Angeles County Metropolitan Transportation Authority	614,147
Orange County Transportation Authority	**
Riverside County Transportation Commission	**
San Bernardino Associated Governments	**
Ventura County Transportation Commission	**
City of Torrance	115,470
Regional Entity Totals	10,014,368
<b>Madera County Local Transportation Commission</b>	NONE
<b>Mariposa County Transportation Commission</b>	
County of Mariposa	166
<b>Mendocino Council of Governments</b>	
Mendocino Transit Authority	7,292
<b>Merced County Association of Governments</b>	
County of Merced	8,683

<b>Regional Entity, and Operator(s)</b>	<b>8879.58(a)(3)</b>
<b>Modoc County Local Transportation Commission</b>	NONE
<b>Mono County Local Transportation Commission</b>	NONE
<b>Transportation Agency for Monterey County</b>	
City of Greenfield	94
City of King City	82
Monterey-Salinas Transit	57,868
City of Soledad	77
Regional Entity Totals	58,121
<b>Nevada County Local Transportation Commission</b>	
County of Nevada	4,499
<b>Orange County Transportation Authority</b>	
City of Laguna Beach	5,279
Orange County Transportation Authority	807,113
Orange County Transportation Authority – Corresponding to S. California Regional Rail Authority	223,027
Regional Entity Totals	1,035,419
<b>Placer County Local Transportation Commission</b>	
City of Auburn	694
City of Lincoln	233
County of Placer	14,240
City of Roseville	5,671
Regional Entity Totals	20,838
<b>Plumas County Local Transportation Commission</b>	NONE
<b>Riverside County Transportation Commission</b>	
City of Banning	1,182
City of Beaumont	717
City of Corona	2,577
Palo Verde Valley Transit Agency	938
City of Riverside	2,327
Riverside County Transportation Commission - Corresponding to Southern California Regional Rail Authority	84,020
Riverside Transit Agency	67,652
Sunline Transit Agency	71,808
Regional Entity Totals	231,221
<b>Council of San Benito County Governments</b>	NONE

\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are paid by their corresponding regional transportation authority.

## APPENDIX B – Eligible Allocation

Regional Entity, and Operator(s)	8879.58(a)(3)	Regional Entity, and Operator(s)	8879.58(a)(3)
<b>San Bernardino County Transportation Commission</b>		<b>Santa Cruz County Transportation Commission</b>	
Morongo Basin Transit Authority	4,888	Santa Cruz Metropolitan Transit District	228,168
Mountain Area Regional Transit Authority	3,287		
Omnitrans	128,566	<b>Shasta County Regional Transportation Planning Agency</b>	
San Bernardino Associated Governments – Corresponding to Southern California Regional Rail Authority	154,560	Redding Area Bus Authority	7,436
Victor Valley Transit Service Authority	18,692		
Regional Entity Totals	309,993	<b>Sierra County Local Transportation Commission</b>	NONE
<b>San Diego Association of Governments</b>		<b>Siskiyou County Transportation Commission</b>	
North San Diego County Transit Development Board	243,662	County of Siskiyou	1,672
<b>San Diego MTS</b>	915,051	<b>Stanislaus Council of Governments</b>	
		City of Modesto	25,606
<b>San Joaquin Regional Transit District</b>		County of Stanislaus	2,511
Altamont Commuter Express Authority	***	City of Turlock	1,298
Alameda County Congestion Management Agency	***	Regional Entity Totals	29,415
Santa Clara Valley Transportation Authority -	***		
San Joaquin Regional Rail Commission	18,463	<b>Tehama County Transportation Commission</b>	NONE
City of Lodi	3,731		
City of Ripon	9	<b>Trinity County Transportation Commission</b>	
San Joaquin Regional Transit District	108,882	County of Trinity	232
Regional Entity Totals	131,085		
		<b>Tulare County Association of Governments</b>	
<b>San Luis Obispo Council of Governments</b>		City of Exeter	106
City of Atascadero	560	City of Porterville	2,985
City of Morro Bay	425	City of Tulare	2,024
City of Paso Robles Transit	1,277	County of Tulare	1,198
City of San Luis Obispo	4,561	City of Visalia	9,043
County of San Luis Obispo	643	Regional Entity Totals	15,356
San Luis Obispo Regional Transit Authority	23,846		
South County Area Transit	3,489	<b>Tuolumne County and Cities Planning Council</b>	NONE
Regional Entity Totals	34,801		
		<b>Ventura County Transportation Commission</b>	
<b>Santa Barbara County Association of Governments</b>		South Coast Area Transit	26,893
City of Lompoc	1,414	Ventura County Transportation Commission – Corresponding to Southern California Regional Rail Authority	48,899
County of Santa Barbara	529	Regional Entity Totals	75,792
Santa Barbara Metropolitan Transit District	82,839		
City of Santa Maria	6,835	<b>STATE TOTALS</b>	<b>30,000,000</b>
City of Solvang	443		
Regional Entity Totals	92,060		

\*\*\* The amounts allocated to the member agencies of Altamont Commuter Express Authority are paid by their corresponding regional transportation authority.

## APPENDIX C – Investment Justification Template

(Required Font - New Times Roman - 10)

Investment Heading	
Date	
State	
County	
Agency Name	
Investment Name	
Investment Phase	
Investment Amount (2009-10 Prop 1B)	Total \$

I.A. Identify the transit agency and that agency's point(s) of contact for this investment.		
Response Type	Narrative	
Page Limit	Not to exceed ½ page	
Response Instructions	<p>For the transit agency (or lead agency) undertaking the investment, identify the following:</p> <ul style="list-style-type: none"> <li>• Point of contact's (POC) name and title;</li> <li>• POC's full mailing address;</li> <li>• POC's telephone number;</li> <li>• POC's fax number;</li> <li>• POC's email address;</li> <li>• and, also include the corresponding information for the authorizing official for your organization—i.e., the individual authorized to sign a grant award.</li> </ul>	
Response	POC's name and title; Full mailing address; Telephone number; Fax number; Email address	Authorized Agent's name and title; Full mailing address; Telephone number; Fax number; Email address

I.B. Describe the operating system for the transit agency undertaking this investment.	
Response Type	Narrative
Page Limit	Not to exceed 2 pages
Response Instructions	<p>For the transit agency (or lead agency) undertaking this investment, describe the following:</p> <ul style="list-style-type: none"> <li>• Infrastructure;</li> <li>• Ridership data;</li> <li>• Number of passenger miles;</li> <li>• Number of vehicles;</li> <li>• Types of service and other important features;</li> <li>• System map;</li> <li>• Geographical borders of the system and the cities and counties served; and,</li> <li>• Other sources of funding being leveraged for security enhancements.</li> </ul>
Response	

<b>II.A. Provide a brief abstract for this investment.</b>	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	Provide a succinct statement summarizing this investment.
Response	

<b>II.B. Describe how this investment specifically addresses one or more of the transit security fundamentals identified in the FY 2009-10 (CTSGP-CTAF) Guidance</b>	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<p>Describe how the investment addresses one or more of the following:</p> <p>A. Capital Projects:</p> <ul style="list-style-type: none"> <li>• Construction or renovation projects that are designed to enhance the security of public transit stations, tunnels, guide-ways, elevated structures or other transit facilities and equipment.</li> <li>• Explosive device mitigation and remediation equipment.</li> <li>• Chemical, biological, radiological and nuclear explosive search, rescue or response equipment.</li> <li>• Interoperable communications equipment.</li> <li>• Physical security enhancement equipment.</li> <li>• The installation of fencing, barriers, gates or related security enhancements that are designed to improve the physical security of transit stations, tunnels, guide-ways, elevated structures or other transit facilities and equipment.</li> <li>• Other security related projects approved by the California Emergency Management Agency (Cal EMA).</li> </ul> <p>B. Capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems that can move people, goods, and emergency personnel and equipment in the aftermath of a disaster impairing the mobility of goods, people, and equipment.</p>
Response	

<b>II.C. Describe how the investment will achieve the safety, security, or emergency response benefit.</b>	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	Describe how the investment will address the safety, security, or emergency response benefit.
Response:	

**II.D. Describe how this investment specifically meets the useful life for capital assets specified in subdivision (a) of section 16727.**

Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<p>Describe how the investment addresses the following tangible physical properties:</p> <ul style="list-style-type: none"> <li>• An expected useful life of 15 years or more.</li> <li>• Property with an expected useful life of 10 to 15 years, but these costs may not exceed 10 percent of the bond proceeds net of all issuance costs.</li> <li>• Include major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 to 15 years or expenditures that continue or enhance the useful life of the capital asset.</li> <li>• Equipment with an expected useful life of two years or more.</li> </ul>
Response	

**III.A. Investment Funding Plan**

Response Type	Narrative		
Page Limit	Not to exceed 1 page		
Response Instructions	<ul style="list-style-type: none"> <li>• Include a narrative response below certifying how the cost share requirement will be met, where applicable.</li> <li>• Complete the chart below to identify the amount of funding being requested for this investment only;</li> <li>• Funds should be requested by allowable cost categories (planning or equipment);</li> <li>• Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular investment; and,</li> </ul> <p>Applicants must indicate whether additional funding (non FY 2009-10 CTSGP-CTAF) will be leveraged for this investment.</p>		
Response	<b>FY 2009-10 CTAF Request Total</b> 8879.58(a)(2)    8879.58(a)(3)	<b>Other Funding Sources Applied (including cost share required)</b>	<b>Grand Total</b>
Equipment			
Construction			
Total			

**III.B. Provide a high-level timeline, milestones and dates, for the implementation of this investment. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases, training, exercises, and process/policy updates. Up to 10 milestones may be provided.**

Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> <li>• Only include major milestones that are critical to the success of the investment;</li> <li>• While up to 10 milestones may be provided, applicants should only list as many milestones as necessary;</li> <li>• Milestones are for this discrete investment - those that are covered by the requested FY 2009-10 CTSGP-CTAF funds and will be completed over the 36 month performance period;</li> <li>• Milestones should be kept to high-level, major tasks that will need to occur;</li> <li>• Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;</li> <li>• Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and,</li> <li>• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).</li> </ul>
Response	



APPENDIX D – Authorized Agent Form

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**FY 2009-10 Transit System Safety, Security and  
Disaster Response Account Program**

*AS THE* \_\_\_\_\_  
(Chief Executive Officer / Director / President / Secretary)

*OF THE* \_\_\_\_\_  
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency.

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_.  
(Name or Title of Authorized Agent)

*Signed and approved this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

## APPENDIX E – Governing Body Resolution

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### **FY 2009-10 Transit System Safety, Security and Disaster Response Account Program Sample Resolution**

*BE IT RESOLVED BY THE* \_\_\_\_\_  
(Governing Body)

*OF THE* \_\_\_\_\_ *THAT*  
(Name of Applicant)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_, *OR*  
(Name or Title of Authorized Agent)

\_\_\_\_\_,  
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Emergency Management Agency.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### ***Certification***

I, \_\_\_\_\_, duly appointed and  
(Name)

\_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by

the \_\_\_\_\_ of the \_\_\_\_\_ on the  
(Governing body) (Name of Applicant)

\_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Governing Body Resolution Instructions

**Purpose** The purpose of the Governing Body Resolution is to inform the governing body of the intention to enter into the grant, document their understanding of the responsibilities of the grant and to appoint individuals to act on behalf of the governing body and the applicant.

---

**Authorized Agent(s)** The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to the state on the applicant's letterhead:

- |   |  |
|---|--|
| <input type="checkbox"/> Recipient Agency | <input type="checkbox"/> Grant Program     |
| <input type="checkbox"/> Name             | <input type="checkbox"/> Telephone         |
| <input type="checkbox"/> Title            | <input type="checkbox"/> Fax Number        |
| <input type="checkbox"/> Address          | <input type="checkbox"/> Cell Phone Number |
| <input type="checkbox"/> City             | <input type="checkbox"/> E-Mail Address    |
| <input type="checkbox"/> Zip Code         |  |
- 

**Authorized Agent Changes** If the Governing Body Resolution identifies authorized agents by position and/or title, changes can be made by submitting new authorized agent information to the state.

If the Governing Body Resolution identifies authorized agents by name, a new resolution is needed when any changes are made. The information listed above must also be submitted with the new Resolution.

## APPENDIX F – Grant Assurances

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### **FY 2009-10 Transit System Safety, Security and Disaster Response Account Program**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Transit System Safety, Security, and Disaster Response Account funds, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant provided by the State of California and administered by the California Emergency Management Agency (Cal EMA).
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the State of California generally and Cal EMA in particular, through any authorized representative, access to and the right to examine all paper or electronic records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or Cal EMA directives.
4. Will provide progress reports and such other information as may be required by Cal EMA.
5. Will initiate and complete the work within the applicable time frame after receipt of Cal EMA approval.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.

7. Will comply with all California and federal statutes relating to nondiscrimination. These include but are not limited to:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
  - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794) which prohibits discrimination on the basis of handicaps;
  - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
  - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
  - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - i. Title 28, Code of Federal Regulations, Part 42, Subparts C, D, E and G;
  - j. Title 28, CFR, Part 35;
  - k. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
  - l. The requirements on any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with applicable environmental standards which may be prescribed pursuant to California or federal law. These may include, but are not limited to, the following:
  - a. California Environmental Quality Act (CEQA). California Public Resources Code Sections 21080-21098. California Code of Regulations, Title 14, Chapter 3 Sections 15000-15007;
  - b. institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - c. notification of violating facilities pursuant to EO 11738;
  - d. protection of wetlands pursuant to EO 11990;
  - e. evaluation of flood hazards in floodplains in accordance with EO 11988;

- f. assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - g. conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - h. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and
  - i. protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
- 10. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et. seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 11. Will assist Cal EMA, as appropriate, in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq).
- 12. Will comply with Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Gov Code §§ 8607 et seq. and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
- 13. Will:
  - a. Promptly return to the State of California all the funds received which exceed the approved, actual expenditures as accepted by Cal EMA;
  - b. In the event the approved amount of the grant is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California; and
  - c. Separately account for interest earned on grant funds, and use all interest towards the project as approved by Cal EMA.
- 14. Will comply, if applicable, with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 15. Agrees that equipment acquired or obtained with grant funds:
  - a. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
  - b. is consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that strategy; and

- c. will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
16. Will comply, as applicable, with provisions of Title 28 of the Code of Federal Regulations applicable to grants and cooperative agreements, including:
- a. Part 18, Administrative Review Procedures;
  - b. Part 20, Criminal Justice Information Systems;
  - c. Part 22, Confidentiality of Identifiable Research and Statistical Information;
  - d. Part 23, Criminal Intelligence Systems Operating Policies;
  - e. Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
  - f. Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services;
  - g. Part 38, Equal Treatment of Faith-based Organizations;
  - h. Part 63, Floodplain Management and Wetland Protection Procedures;
  - i. Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures;
  - j. Part 61, Procedures for Implementing the National Environmental Policy Act;
  - k. Part 64, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs;
  - l. Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
  - m. Part 67, Government-Wide Debarment and Suspension (Non-Procurement).
  - n. Part 69, New Restrictions on Lobbying;
  - o. Part 70, Uniform Administrative Requirements for Grants and Cooperative Agreements (including sub-awards) with Institutions of Higher Learning, Hospitals and other Non-Profit Organizations; and
  - p. Part 83, Government-Wide Requirements for a Drug Free Workplace (grants).
17. Will comply, if applicable, with Subtitle A, Title II of the Americans with Disabilities Act (ADA) 1990.
18. Will, in the event that a federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to Cal EMA.
19. Will comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide at:  
<http://www.ojp.usdoj.gov/financialguide>.
20. Will comply with all applicable requirements of all other California and federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.

21. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

a. The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



**FY 2009-10 Transit System Safety, Security and  
Disaster Response Account Program**

Date:

Grant Number:

FIPS Number:

Recipient Agency:

Project Name:

Performance Period:

Notification of Grant Award Date:

Anticipated Completion Date:

**Milestones** - Insert milestones from grant award letter - detail progress made toward meeting milestone.

1)

2)

3)

4)

5)

---

**Signature of Authorized Agent**

---

**Date**

Name:

Title:

Phone:

Email:

Additional Required Documents

- An updated inventory ledger and project roster that reflects any changes during the performance period.
- A spreadsheet showing expenditures to date.
- Financial statement showing account activity and accrued interest.